

# Employee Post-Travel Disclosure of Travel Expenses

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Red River Valley Education Foundation / Red River Valley Sugarbeet Growers Association / American Crystal Sugar Company

Travel date(s): 8/28/2019 - 8/30/2019

Name of accompanying family member (if any): none

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$454 airfare \$44 shuttle bus	\$188	\$55	\$23 meeting room charge

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): please see attached agenda

9/18/19  
(Date)

Savannah Block  
(Printed name of traveler)

Savannah Block  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/18/19  
(Date)

John Hovsen  
(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Red River Valley Sugarbeet Education Foundation, Inc.  
Red River Valley Sugarbeet Growers Association, American Crystal Sugar Company
2. Description of the trip: This trip is designed to expose participants to sugarbeet farming, harvesting, pilling, storage, processing, equipment and the related research & development science.
3. Dates of travel: 8/28/2019 - 8/30/2019
4. Place of travel: Fargo, North Dakota
5. Name and title of Senate invitees: \* see addendum
6. I certify that the trip fits one of the following categories:  
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
OR  
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
AND  
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
AND  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

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3. Dates of travel: 8/28/2019 - 8/30/2019
4. Place of travel: Fargo, North Dakota
5. Name and title of Senate invitees: Savannah Block - Legislative Correspondent Senator John Hoeven
6. I certify that the trip fits one of the following categories:  
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
[OR]  
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
[AND]  
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
[AND]  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**OR**

☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

**OR**

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

Given distance of Fargo, ND from Washington DC and the travel logistics and the full-day nature of the 1 day event, two overnight stays will be required.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Red River Valley Sugarbeet Education Foundation, Inc. is responsible for organizing & coordinating the activities for the trip. American Crystal Sugar Company & the Red River Valley Sugarbeet Growers Association assist in the planning of the event & conducting the tours and educational activities.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Red River Valley Sugarbeet Education Foundation, Inc. was formed to educate interested persons about the sugarbeet industry. This trip is designed to teach participants aspects regarding sugarbeet farming, storage, processing \* see Addendum #13.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is the 4th educational tour the Red River Valley Sugarbeet Education Foundation has sponsored.

1st tour - October of 2016. 2nd tour - August of 2017. 3rd tour - August of 2018. 2019 is the 1st year for American Crystal Sugar Co. and Red River Valley Sugarbeet Growers Assn. to act as sponsors.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

To date the Red River Valley Sugarbeet Education Foundation has solely sponsored the 3 previous education tours described in #14. The Red River Valley Sugarbeet Growers Association participates in "Ag In The Classroom" . . . . \* see Addendum #15.

- 16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$454.00 airfare (1 way return only)  \$54 shuttle bus each participant	\$188	\$55	\$15 each participant (meeting room charges)
	TOTAL: \$508	TOTAL: \$188	TOTAL: \$55	TOTAL: \$15

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged and organized specifically with regard to Congressional participation.

- 18. Reason for selecting the location of the event or trip**

The trip is located in the Red River Valley because this area is the primary growing region and headquarters of our sugarbeet industry.

- 19. Name and location of hotel or other lodging facility:**

**Radisson Hotel Fargo - 201 North 6th Street Fargo, ND 58102**

- 20. Reason(s) for selecting hotel or other lodging facility:**

The Radisson was selected due to it's convenient location with affordable hotel room rates plus  
meeting rooms that could accommodate the group.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compare to the maximum reimbursement for official Federal Government travel.

They expect to be paying \$14.94 to the Federal Government rate of \$14 per night.

**Blocks provided to the participants are used to the per diem rate of \$100 per day.**

22. Describe the type and class of transportation being provided. Indicate whether coach, business class or first class transportation will be provided. If first class fare is being provided, please explain why first class travel is necessary.

**Aldine coach class (one way):** Fargo, ND to Washington D.C.

Geometrische Optik in Papp. 107 - 28. November 2010, 10h.

23. I represent that the travel expenses that will be paid for or reimbursed to Agents Invited do not include expenditures for recreational activities, alcohol, or entertainment (other than meals and entertainment provided to all attendees as an integral part of the event, as permissible under Service Rule 35).

24. List any other information that will be provided to, published or attributed to Senate leaders and explain why the information is an integral part of the event.

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25. I hereby certify that the information contained herein is true, complete and correct. For those involving more than one sponsor, you must include a statement that each of the persons listed are each additional sponsors.

### Signature of Principal Sponsor

Name and Title: Stanley J. Stein - President - Rockwell-Verity-Longmire Educational Foundation, Inc.

Name of Organization: **Ray Charles Audio-Visual Education Foundation, Inc.**

**Address:** 1401 32nd Street SW • Fargo, ND 58103

**Toll-free Number: 701.235.4151**

**File Number: 70-220-4270**

**Email Address:** [net@netlab.digitallabs.com](mailto:net@netlab.digitallabs.com)



1401 32nd Street SW - Fargo, North Dakota 58103 701.239.4151

Please join us for . . .

# **SUGAR 101: The Industry A - Z**

## **Thursday August 29th, 2019**

**Farm Harvest**

**Piling Station / Storage**

**Processing Plant & Packaging**

**Dinner / Industry Panel**

**Sponsored by the Red River Valley Sugarbeet Education Foundation**  
Point of Contact: Kirsten Stibbe • [kirsten@rrvsga.com](mailto:kirsten@rrvsga.com) • 701.239.4151

- \* Reasonable and necessary trip expenses are provided by the Red River Valley Sugarbeet Education Foundation
- \*\* Please reply to confirm your interest and intentions in attending our Educational Program in the Red River Valley

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## **AGENDA: Red River Valley Education Foundation Tour**

### **Wednesday August 28, 2019**

**6:00 p.m. Arrive Fargo, ND – check into Radisson Hotel Fargo**

**Traveler has trip extension prior**

### **Thursday August 29, 2019**

**7:30 – 8:15 Breakfast / Meeting – Radisson Hotel Fargo**

**The breakfast meeting will cover a review of the events for the day as well as answering questions.**

**8:15-9:00 Leave hotel & drive North to view the Ada North rural piling site just North of the town of Ada on Hwy 9.**

**9:00-9:15 Arrive at Ada North rural piling site. Observe piling site, storage and airflow related to Sugarbeet storage.**

**9:15-10:00 To Lynn & Chuck Johnson field - they will be harvesting just North of the Ada North piling site a few miles. Observe sugarbeet harvest operations. Ride along in a defolator, a harvester, and a beet truck.**

**10:00-10:45 Depart for Dale Fischer Farm by Moorhead - he will be harvesting to the Moorhead Factory yard.**

**10:45-11:45 Arrive at Dale Fischer Farm – Observe sugarbeet harvest operations. Ride in harvesting machinery. Hear how each different individual piece of equipment is used in the harvesting process.**

**11:45-12:00 Depart / Travel to Moorhead processing factory**

**12:00-1:00 Arrive at American Crystal Sugar Moorhead factory, Moorhead, MN. Lunch. Processing plant Manager will provide a plant tour overview and verbalize safety guidelines.**

**1:00-2:30 American Crystal Sugar Processing Plant Tour. Participants will tour sugarbeet receiving and factory storage facilities as well as proceed through the processing facility to see how sugarbeets become pure sugar.**

**Sugar Packaging Facility: Participants will view the Moorhead sugar packaging area.**

**Sugarbeet Storage Facility: Participants will see Processing Plant yard and long-term storage buildings.**

**2:30-3:00 Depart / Travel to Dan and Brian Rosenfeldt Farm**

**3:00-4:30 Arrive at Dan and Brian Rosenfeldt Farm- Observe sugarbeet harvest operations.**

**4:30 – 5:30 Travel time back to Fargo**

**5:30 – 8:00 Dinner / Meeting – Reflections At Rose Creek – 1550 East Rose Creek Parkway S Fargo, ND**

**Recap the events of the tours and answer questions. Topics will include: soil conditions, harvest temperatures and weather related impact, harvest equipment function, conditions and challenges relating to beet storage, consumer v.s. commercial sugar packaging.**

### **Friday August 30, 2019**

**11:00 a.m. Depart Fargo, ND / 4:13 p.m. Arrive Washington D.C.**



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**Aaron Weber - Legislative Aide / ND Senator John Hoeven**

**#13. and the related science via on site visits to farms and processing plants.**

**The Red River Valley Sugarbeet Growers Association promotes the interests of its sugarbeet producing members by Immersing interested persons in “hands on” innovative farming practices and advanced production methods promoting improving the productive capacity of every sugarbeet acre.**

**American Crystal Sugar is a Minnesota agricultural cooperative which processes sugarbeets and markets sugar as well as sugarbeet pulp, molasses, concentrated separated by-product (CSB), betaine (collectively, agri-products) and sugarbeet seed. American Crystal is deeply rooted in the Red River Valley of North Dakota and Minnesota. As a company we are committed to the sustainability and growth of our business and to improving lives in the places where we work and live. We do that by investing in our people, our communities and the future of our Company. Our support includes scholarships, grants, contributions, volunteerism, matching gifts, donations and more. American Crystal's Community Roots giving program is primarily focused on three areas: strong communities, education with an emphasis on science, technology, engineering and math, and employee engagement in the community.**

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**  
**SIGNATURE PAGE FOR ADDITIONAL SPONSOR**  
*(to be completed by each additional sponsor)*

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the 8.28.2019 - 8.30.2019 trip  
to Fargo, ND is true, complete, and correct.  
*Place of Travel**Dates of Travel (Month Day, Year)*

Signature of Travel Sponsor: 

Name and Title: Dan Younggren, President - Red River Valley Sugarbeet Growers Association

Name of Organization: Red River Valley Sugarbeet Growers Association

Address: 1401 32nd Street SW - Fargo, ND 58103

Telephone Number: 701.239.4151

Fax Number: 701.239.4276

E-mail Address: duck59@frontiernet.net

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**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**  
**SIGNATURE PAGE FOR ADDITIONAL SPONSOR**  
*(to be completed by each additional sponsor)*

I hereby certify that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the 8.28.2019 - 8.30.2019 trip  
to Fargo, ND is true, complete, and correct.  
*Dates of Travel (Month Day, Year)*  
*Place of Travel*

Signature of Travel Sponsor: Tom Astrup  
Name and Title: Tom Astrup President & CEO - American Crystal Sugar Company  
Name of Organization: American Crystal Sugar Company  
Address: 101 North Third Street - Moorhead, MN 56560  
Telephone Number: 218.236.4402  
Fax Number: 218.236.4342  
E-mail Address: tastrup@crystalsugar.com

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## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

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Name of Traveler: Savannah Block

Employing Office/Committee: Senator John Hoeven

Private Sponsor(s) (list all): Red River Valley Sugarbeet Education Foundation, Inc., American Crystal Sugar Company, Red River Valley Sugarbeet Growers Association

Travel date(s): 8/28/19 - 8/30/19 SB

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Fargo, North Dakota

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am the Legislative Correspondent in Senator Hoeven's office and I handle the agriculture portfolio. This trip is intended to give me a better understanding of issues that North Dakota constituents face by learning more about the agriculture industry in the state.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/22/19  
(Date)

[Signature]  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator John Hoeven

Savannah Block

I, Senator John Hoeven hereby authorize Savannah Block  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/22/19  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)